

# SALARY DATA FORM GUIDE

1

2

SALARY DATA FORM - REQUISITION ▾			
<b>Position Information</b>			
Working Title:			
Requisition #:		Position Number:	
Position Type:	Full-Time / Salaried ▾	Effort:	
Approved Salary Range :			
Salary Range Based On :		Market Entry ▾	
Budgeted Amount / 5% Threshold :			
IF THE FINAL OFFER AMOUNT EXCEEDS THE POSITION'S BUDGETED AMOUNT AND THE 5% THRESHOLD AMOUNT, THE BUDGET OFFICE MUST BE INSERTED INTO THE APPROVAL PATH.			

3

<b>FOR HR USE ONLY</b>			
This information is unique to this position only. It is not to be used for any other purpose.			
<b>Internal Equity Analysis</b>			
Department/Org Unit: <input type="text"/>			
	min	max	average
Division:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Position Market Salary Data</b> *For approved offer range, use yellow section above*			
Minimum: <input type="text"/>		Maximum: <input type="text"/>	
<b>Candidate Analysis</b>			
Candidate: <input type="text"/>		*Candidate Target: <input type="text"/>	
<small>* provided when a candidate is selected and internal equity allows</small>			
Prepared by: Amber O'Hanlon ▾		Date: 10/21/2019	

## DEFINITIONS

Internal Equity – A salary comparison of the department’s current employees.

Market Data/Analysis – A comparison of multiple salary surveys that help produce a specific salary range for a position. These surveys include salary data from local, state and/or domestic institutions like our own.

*Example:* The salary range for an Administrative Coordinator, according to market data is: \$38,200 (Market Entry) - \$46,986 (Range Max)

Candidate Target –The candidate’s salary based on the years of education and experience over the minimum qualifications of the position.

*Example:* The MQ’s state a HS plus 4 years of experience is need to qualify for a position. The candidate has a BS plus 4 years of experience. This candidate has 2 years over the MQs of the position. A percentage will be added to the market entry rate to come up with the candidate’s target salary.

Just because the max of the salary range may be \$46,986 that does not mean that the candidate qualifies for it.

### SECTION 1

This section gives you a look at the position information (full-time/salaried, the utilization, the requisition number that is tied to the position at that point in time...etc.)

### SECTION 2

This area gives the approved salary range, what that salary range is based on, and the budgeted amount/threshold amount for the position. The salary range may be based on varying factors such as internal equity, market data, candidate target, and budgeted amount. Every position is unique and different. Analysis for this range is outlined in Section 3.

### SECTION 3

HR Comp uses this area for analysis. Factors such as internal equity, market data and the candidate’s target are taken into consideration. This area is used to make the determination for the Approved Salary Range in Section 2.

# SALARY DATA FORM AT THE REQUISITION STAGE

SALARY DATA FORM - REQUISITION			
Position Information			
Working Title:	Manager of Radiology		
Requisition #:	2019-62226	Position Number:	50068320
Position Type:	Full-Time / Salaried	Effort:	100
Approved Salary Range :	\$76,327.00	TBD	
Salary Range Based On :	Market Entry		
Budgeted Amount / 5% Threshold :	\$ 76,327.00	\$ 80,143.35	
IF THE FINAL OFFER AMOUNT EXCEEDS THE POSITION'S BUDGETED AMOUNT AND THE 5% THRESHOLD AMOUNT, THE BUDGET OFFICE MUST BE INSERTED INTO THE APPROVAL PATH.			

This gives the department an idea of what the minimum salary of the position will be before

What the Approved Salary Range is based on

Departments are allowed a 5% threshold over their budgeted amount. This section gives the amount the department has budgeted for this position and that threshold amount. **This threshold is applicable to the budget ONLY not the offer amout.**

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Internal Equity Analysis			
Department/Org Unit: ICE IGSL Radiology			
	min	max	average
Division:	\$ 76,327.00	\$ 93,882.00	\$ 80,836.09
Department:	\$ 76,327.00	\$ 93,882.21	\$ 81,169.38
Position Market Salary Data *For approved offer range, use yellow section above*			
Minimum:	\$ 76,327.00	Maximum:	\$ 93,882.21
Candidate Analysis			
Candidate:	*Candidate Target:		
<small>* provided when a candidate is selected and internal equity allows</small>			
Prepared by: Amber O'Hanlon	Date: 10/01/2019		

Internal Equity from the Division down to the Department level.

This is the minimum and maximum salary for this position. As stated above, the candidate may not qualify for the maximum of the range.

This section will be completed at the Offer stage.

# SALARY DATA FORM AT THE OFFER STAGE

SALARY DATA FORM - OFFER			
Position Information			
Working Title:	Manager of Radiology		
Requisition #:	2019-62226	Position Number:	50068320
Position Type:	Full-Time / Salaried	Effort:	100
Approved Salary Range :	\$76,327.00	\$ 83,959.70	
Salary Range Based On :	Market Entry / Candidate Target		
Budgeted Amount / 5% Threshold :	\$ 76,327.00	\$ 80,143.35	
IF THE FINAL OFFER AMOUNT EXCEEDS THE POSITION'S BUDGETED AMOUNT AND THE 5% THRESHOLD AMOUNT, THE BUDGET OFFICE MUST BE INSERTED INTO THE APPROVAL PATH.			

The department can offer anywhere within this range

What the Approved Salary Range is based on

If the department decides to offer the candidate anywhere above \$80,143.35, the Budget Office will need to be inserted in to the workflow so that the appropriate budget can be put on the position.

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Internal Equity Analysis			
Department/Org Unit: ICE IGSL Radiology			
	min	max	average
Division:	\$ 76,327.00	\$ 93,882.00	\$ 80,836.09
Department:	\$ 76,327.00	\$ 93,882.21	\$ 81,169.38
Position Market Salary Data *For approved offer range, use yellow section above*			
Minimum:	\$ 76,327.00	Maximum:	\$ 93,882.21
Candidate Analysis			
Candidate:	John Smith	*Candidate Target: \$ 83,959.70	
<small>* provided when a candidate is selected and internal equity allows</small>			
Prepared by:	Amber O'Hanlon	Date:	10/21/2019

The candidate's target amount is given. This is the highest amount that the candidate qualifies for this position.